



DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

REPLY TO
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #17, Barracks Inspection

1. The Battalion and Company Chain of Command will make unannounced inspections of the barracks after duty hours and weekends to ensure safe and secure living conditions are maintained. These checks will be conducted randomly, not systematically.
2. The company which does NOT have an MOS 88M class graduating will be responsible for the inspections during that week. The inspector will go through both A Co and B Co barracks, accompanied by a company Drill Sergeant and fire guard from the unit being inspected.
3. In addition to these inspections, the SDNCO will continue to conduct two inspections before and after midnight in accordance with the SDNCO books. The SDNCO will record the arrival and departure of the SDO on the DA Form 1594, Daily Staff Journal or Duty Officers Log.
4. Company Charge of Quarters (CQ) will record the inspections on their DA Form 1594, and accompany the Battalion SDO during the inspection. In addition, CQs will continue to conduct their random inspections, bedchecks, and monitor fireguards and CQ runners.
5. This policy letter supersedes policy letter #17, dated 17 July 2001.
6. POC is CSM Oldham, 6-0991.

Robert T. Hixon
LTC, TC
Commanding